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PLANS AND PROGRAMS STAFF WEEKLY REPORT FOR
PERIOD ENDING 30 MARCH 1983

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

a. LIMS

(1) On 28 March 1983, Plans and Programs Staff representatives met with the LIMS procurement analyst to review progress made on developing detailed requirements for the Procurement Module. The documentation reviewed was logically compiled and easily understood. Two particular areas requiring more detailed investigation are requirements associated with SPB and CPS activities.

(2) A substantive draft of the General Requirements module was issued 29 March. It will be reviewed by P&PS, OF and the QA contractor. Comments and questions on these global requirements are to be compiled by 8 April.

(3) The LIMS development team initiated a new form of weekly meetings on 24 March. Chaired by the Project Manager, attendees include P&PS, OF, project group leaders, and CTEC. The latter records minutes, identifies and tracks action items. The weekly SDG meeting follows the aforementioned, wherein analyst's progress in developing the Detailed System Requirements Document is outlined. These meetings provide an improved forum for bringing everyone up to date on project activities.

b. Regulation Revisions

The following regulations were reviewed, commented upon, concurred in, or published during the past week:

[REDACTED], Management of Office Automation Systems and Word Processing Equipment (OAS/WPE) - Nonconcurrence. We found two major faults with the proposed notice. One was that it did not mention the fact that property accountability for OAS/WPE does not rest with the accountable officer of the user component, but instead rests with the ODP accountable officer. This situation

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is somewhat unique, and since the subject of the notice is management of OAS/WPE and not just acquisition, we felt compelled to nonconcur.

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Our second reason for nonconcurrence is the fact that this notice stated that ODP must approve all requisitions of OAS/WPE while [redacted] says the Information Management Staff, DDO, must concur if it is for overseas use. Because of our objections we expect that ODP and IMS will work this out. The outcome might require a change to [redacted]

STAT [redacted] Overseas Pay Schedule - Concurred.

STAT [redacted] and FHB 30-1, Chapter V, Custody of Funds - Concurred.

c. Headquarters Claims Review Board

Status of Personal Property Claims for the period 24 February 1983 through 30 March 1983:

| | |
|--------------------------------|----|
| Claims Received | 16 |
| Claims Completed | 13 |
| Claims in the Processing Cycle | 7 |
| Claims to be Processed | 19 |
| Man-days Backlog | 28 |

d. Training

STAT [redacted] (OL/P&PS/SAB) completed the Applied Analytical Techniques course at Chamber of Commerce (14-25 March).

STAT [redacted] attended the A.I.M. course at the Chamber of Commerce Building on 29 March.

3. P&PS/SAB had no items of interest to report during this period.

